

REAL ESTATE SERVICES

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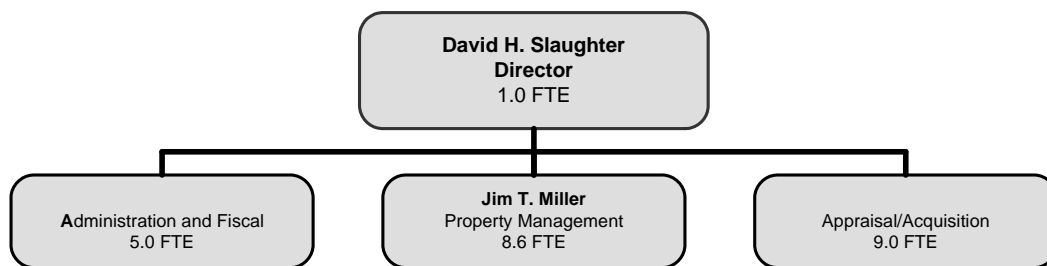
MISSION STATEMENT

The Real Estate Services Department partners with county departments and other public agencies to develop innovative, professional processes and provide cost-effective, efficient, high quality and timely support to accomplish their real estate needs to include lease negotiations and documentation, property management, appraisal services, right-of-way acquisitions, land and building purchases, surplus property sales and maintenance of the database inventory of county-owned buildings, land and leased facilities.

STRATEGIC GOALS

1. Improve the quality and professionalism of services.
2. Improve the department's fiscal services by automating manual fiscal functions and systems.
3. Improve customer service with departments that lease non-county owned space and/or lease county-owned space to others.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2008-09				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
General Fund					
Real Estate Services	2,544,054	1,538,500	1,005,554		23.6
Rents and Leases	419,311	419,311	-		-
Courts Property Management	382,430	337,430	45,000		-
Total General Fund	3,345,795	2,295,241	1,050,554		23.6
Special Revenue Fund					
Chino Agricultural Preserve	8,431,786	1,333,411		7,098,375	-
Total Special Revenue Fund	8,431,786	1,333,411		7,098,375	-
Total - All Funds	11,777,581	3,628,652	1,050,554	7,098,375	23.6

Detailed information for each budget unit follows, along with a description of the services provided, budget unit history and applicable performance measures.

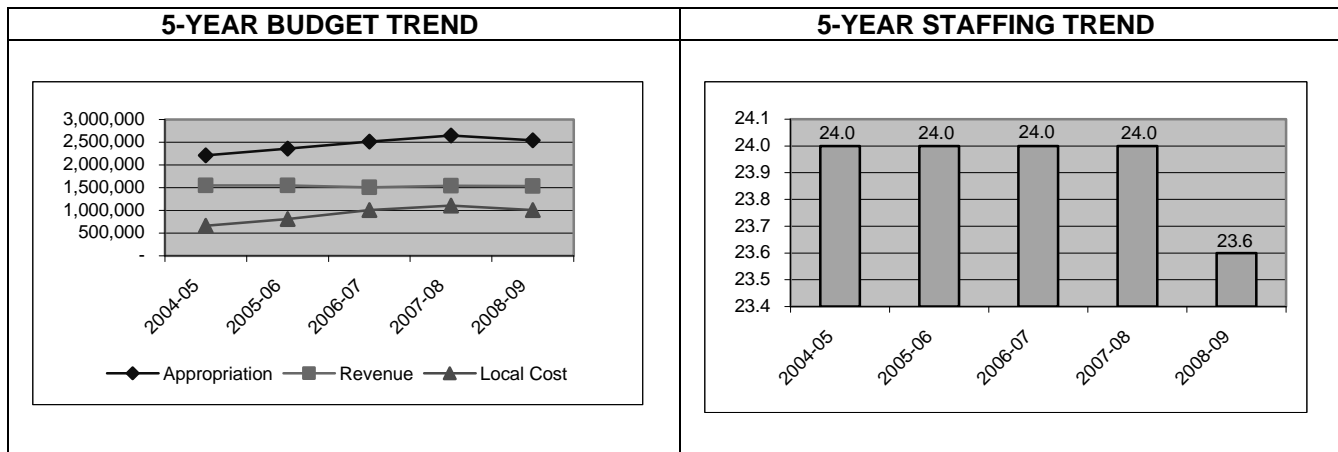


DESCRIPTION OF MAJOR SERVICES

Real Estate Services Department (RESD) negotiates and administers revenue and expenditure leases on behalf of county departments. More than 300 revenue leases allow for the use of county-owned facilities, generally at county parks and airports, and generate revenue to offset expenses incurred to provide such facilities to residents and users. Approximately 240 expenditure leases are managed to provide facilities throughout the county for departments and their employees to support the delivery of services in locations convenient to the residents served.

RESD also provides appraisal, acquisition and relocation assistance for county departments and, upon request, to other agencies including San Bernardino Associated Governments (SANBAG), the State of California, and various cities. The department establishes values and acquires the necessary rights-of-way needed to complete public safety projects, including the construction and maintenance of transportation corridors and floodways. The department also acquires land and facilities for various functions, disposes of property determined to be surplus to the county's needs, and maintains an inventory of all county land and facilities.

BUDGET HISTORY

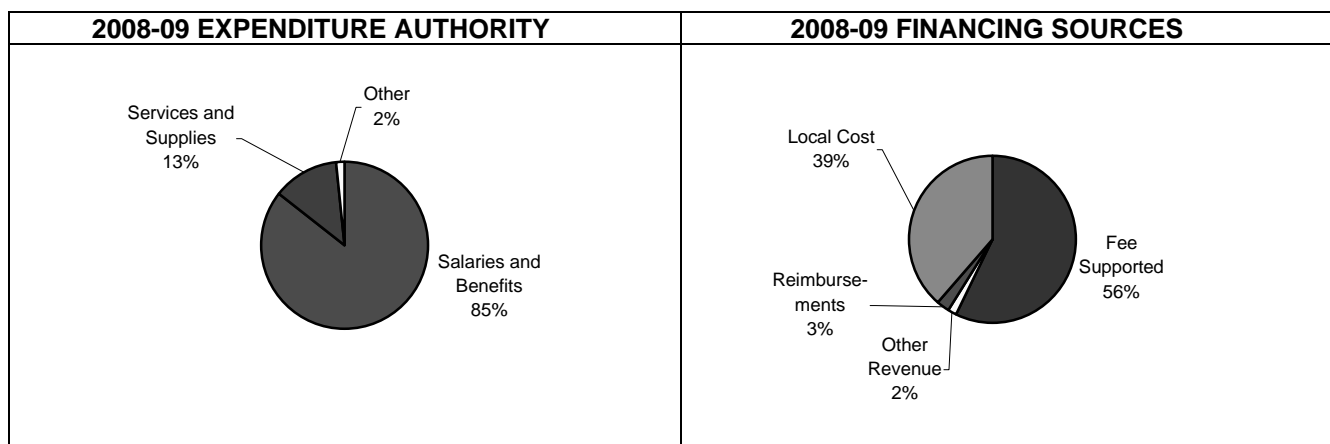


PERFORMANCE HISTORY

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Actual
Appropriation	2,011,922	2,092,315	2,229,075	2,916,820	2,742,542
Departmental Revenue	1,381,410	1,276,108	1,338,430	1,850,755	1,731,770
Local Cost	630,512	816,207	890,645	1,066,065	1,010,772

Actual appropriation for 2007-08 is less than the modified budget due to salaries and benefits savings from two positions that were vacant for part of the year and estimated lower costs for services and supplies.

ANALYSIS OF FINAL BUDGET



GROUP: Public and Support Services
 DEPARTMENT: Real Estate Services
 FUND: General

BUDGET UNIT: AAA RPR
 FUNCTION: General
 ACTIVITY: Property Management

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Final Budget	2008-09 Final Budget	Change From 2007-08 Final Budget
Appropriation							
Salaries and Benefits	1,773,588	1,895,182	1,963,384	2,193,524	2,298,580	2,229,827	(68,753)
Services and Supplies	187,224	145,557	192,452	178,738	352,839	279,271	(73,568)
Central Computer	17,519	35,953	44,025	54,578	54,578	52,862	(1,716)
Travel	-	-	-	-	-	4,400	4,400
Transfers	22,658	15,623	29,214	321,606	41,983	43,209	1,226
Total Exp Authority	2,000,989	2,092,315	2,229,075	2,748,446	2,747,980	2,609,569	(138,411)
Reimbursements	-	-	-	(5,904)	(100,000)	(65,515)	34,485
Total Appropriation	2,000,989	2,092,315	2,229,075	2,742,542	2,647,980	2,544,054	(103,926)
Operating Transfers Out	10,933	-	-	-	-	-	-
Total Requirements	2,011,922	2,092,315	2,229,075	2,742,542	2,647,980	2,544,054	(103,926)
Departmental Revenue							
Use of Money and Prop	45,245	38,551	32,724	32,118	44,611	45,000	389
Current Services	1,336,165	1,237,557	1,305,706	1,348,416	1,498,056	1,493,500	(4,556)
Other Revenue	-	-	-	351,236	-	-	-
Total Revenue	1,381,410	1,276,108	1,338,430	1,731,770	1,542,667	1,538,500	(4,167)
Local Cost	630,512	816,207	890,645	1,010,772	1,105,313	1,005,554	(99,759)
				Budgeted Staffing	24.0	23.6	(0.4)

Salaries and benefits of \$2,229,827 fund 23.6 budgeted positions. The 0.4 decrease represents the reduction of two Real Property Agents positions by 0.2 each. The decrease of \$68,753 is due to a reduction in benefits and retirement rates, as well as replacing a Real Estate Services Manager position with a lower step position due to the retirement of the incumbent. The department originally included the addition of 1.0 analyst position. However, at the 2008-09 Budget Hearing, the Board of Supervisors directed the removal of all new positions and reclassifications, included in departmental budgets receiving general fund financing for 2008-09. Based on this action, appropriation and general fund financing reflects the reduction of \$68,874 and 1.0 in budgeted staffing.

Services and supplies of \$279,271 are decreased by \$73,568 due to lower costs for services provided by the Risk Management Department and Information Services Department (ISD).

Travel is a new appropriation unit for 2008-09. The amount budgeted of \$4,400 reflects anticipated travel costs in the areas of private mileage, air travel, hotel, car rental and conference fees for this budget unit. These costs were based on departmental analysis of past travel related expenses previously budgeted in the services and supplies appropriation unit.



Reimbursements of \$65,515 are for architectural and space design services to be completed for large projects. The decrease of \$34,485 is based on a reduction of anticipated projects.

Current services revenue of \$1,493,500 reflects monies received from non-general fund departments and non-county governmental entities for services rendered.

PERFORMANCE MEASURES				
Description of Performance Measure	2006-07 Actual	2007-08 Projected	2007-08 Actual	2008-09 Projected
Percentage of leases in new locations in excess of 5,000 square feet for which architectural and space design plans have been completed.	N/A	100%	75%	100%
Percentage of projects (leases for more than 10,000 square feet or acquisitions that include five or more parcels) utilizing a project schedule.	No Projects	100%	No Projects	100%
Increase the total percentage of fiscal tasks that are automated. (There are approximately 260 fiscal tasks to be automated).	N/A	62%	90%	77%
Increase percentage of expenditure leases adjusted timely and accurately, in accordance with contract terms.	N/A	90%	90%	90%
Percentage of leases, appraisals, and surplus property sales completed with the projected schedule.	87%	100%	100%	100%
Percentage of Amendments submitted for Board approval at least 20 days prior to the scheduled termination date of the existing lease.	81%	100%	80%	90%

In 2007-08, an estimate of four projects fits the stated criteria in the first performance measure, one of which is a project for a department in Human Services (HS) that is a carry-over from the previous year, and for which HS has completed the plans and specifications. Therefore, only three out of four (75%) projects were completed in 2007-08.

Several factors delayed the department from reaching its goal of submitting amendments for Board approval at least 20 days prior to the scheduled termination date of the existing lease. Ongoing negotiations with landlords regarding tenant improvements and rental rates caused RESD to reach only 80% of the target goal.

